

### Job Summary

**Provides health care tasks**, personal hygiene services, housekeeping tasks and other related support services essential to the client's health and quality of life.

**Observes, records and reports** all changes to their supervisor. HHA must demonstrate competence in performing the necessary skills to follow the client's plan of care.

### Diabetes Glucose Testing

- Washes hands
- Explains procedures to client
- Calibrates machine/strips as indicated
- Do not use Alcohol Prep**
- Performs Glucose Testing properly
- Knows normal range for blood sugar
- Knows actions to take for abnormal blood sugar readings.
- Understands text device error messages, what it means and how to proceed.

### Taking Resident Temperature

- Rectal 99.6
- Oral 98.6 F
- Axillary (digital thermometer)

### Taking Vitals

Taking pulse (radical). Able to locate pedal, carotid

Counting Respirations

Blood Pressure; uses stethoscope

Weight & Height measurement

### Giving Bed Baths

- Following the order below.
- Prepare client for the bath
  - Fill with the appropriate Water Temperature.
  - Soap used and rinsed off thoroughly
  - Skin dried thoroughly
  - Lotion applied appropriately
  - Client dressed, hair combed
  - Client kept warm throughout

### Giving Sponge/Tub/Shower Baths

- Follow all steps listed above in bed bath
- Transfer client safely in and out of the shower or tub
- Allow clients to assist when and as they are able

### Gives a Shampoo in Sink/Tub/Bed

- Positions client appropriately.
- Protects clothing from getting wet.
- Avoids getting shampoo/water on clients face.
- Rinses & dries hair.
- Combs hair.
- Keeps client warm & comfortable throughout the shampooing.

### Nail Care

- Nails cleaned gently with proper tool-brush, orange stick
- Hands/ feet soaked prior to cleaning and trimming
- Nails trimmed/ filed to safe length
- Diabetics nails never trimmed

### Oral Hygiene

- Provides oral hygiene as appropriate for each client:
- Washes dentures
  - Brushes teeth or offers client necessary supplies to brush teeth
  - Rinses clients mouth/ uses toothettes as needed
  - Observes for any break in mucous membranes

### Skin Care

- Observes skin condition
- Applies lotion
- Massages bony prominences and reddened areas
- Ensures linens are wrinkle free

### Toileting & Elimination

- Proper positioning, use of bed pan & emptying
- Proper positioning, use of urinal & emptying
- Provides privacy
- Catheter care- measures and record intake & output volumes

### Eating Assistance

- Assist/Preparing meals
- Serving the food.
- Assisting client with eating including using special utensils.
- Record the percentage of the meal consumed.

### Medication & Devices

- Assists with medication as specified on plan of care
- Assists with treatment as per the plan of care
- Assists with medical devices (e.g. Catheter, O2 tanks/machines)
- Records task on medication and treatment administration records.
- Notifies supervisor for any missed tasks.



### Safe Ambulation & Transfer Techniques

- a. Uses good body techniques/mechanics to prevent injury.
- b. Makes environment safe for ambulation.
- c. Locks wheels on wheelchair & beds as needed.
- d. Insures client wears non- skid footwear.
- e. Used gait belt correctly, as needed.
- f. Properly supports client throughout procedure w/o unnecessary pulling/jerking.
- g. Heel cord steel.

### Proper Extremity Support During Exercise

Performs proper positioning & body alignment for the following positions:

- a. On back(props heels of bed; keep weight of blanket off toes; only one pillow under head, use wedge for propping due to respiratory condition; props hands with pillows)
- b. Side lying (smaller pillow at head; small pillow/blanket between knees; pillow support to back)
- c. Turns client properly without unnecessary pulling/ jerking
- d. Moves client up in bed without unnecessary pulling/jerking



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